

Message Text

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TO AMEMBASSY SAN JOSE

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E.O. 11652: N/A

TAGS: OCON, OAS, PFOR

SUBJECT: OAS RIO TREATY CONFERENCE - SUPPORT ARRANGEMENTS

REF: SAN JOSE 2239, MCNEIL/LANE TELCONS

1. DEPARTMENT APPRECIATES EXCELLENT ADVANCE ARRANGEMENTS INDICATED REFTEL. CONVERSATIONS WITH OIC INDICATE IT WOULD BE BETTER TO PLAN ON ONLY A TWO ROOM OFFICE SUITE RATHER THAN FOUR, AND ONE TWO ROOM SUITE FOR THE DELEGATION CHAIRMAN. PLEASE RESERVE FIVE SINGLE ROOMS AND ONE DOUBLE FOR THE OTHER DELEGATION MEMBERS.

2. DOES THE 21 DOLLARS/DAY RATE APPLY ONLY TO SINGLE ROOMS? IF SO, PLEASE ADVISE THE COST OF THE DOUBLE ROOM AND TWO ROOM SUITES TO BE USED FOR THE CHAIRMAN AND THE DELEGATION OFFICE.

3. EMBASSY IS, OF COURSE, IN THE BEST POSITION TO JUDGE THE ADEQUACY OF OFFICE FURNITURE AND SUPPLY SOURCES. HOWEVER IF THE HOTEL CAN PROVIDE A TABLE LARGE ENOUGH TO

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ACCOMMODATE TEN PEOPLE FOR DELEGATION MEETINGS AND ANOTHER

SMALLER TABLE AT WHICH THE CHAIRMAN COULD SIT FOR THE INNER ROOM OF THE OFFICE SUITE, AND TWO TABLES THAT COULD BE USED AS DESKS FOR THE OUTER ROOM, ALL WITH THE NECESSARY CHAIRS, THIS WOULD APPEAR TO SUFFICE. IS THIS POSSIBLE? IF SO, WOULD THE HOTEL LEVY AN EXTRA CHARGE? IF NOT POSSIBLE, AND THE EMBASSY IS ALSO UNABLE TO PROVIDE THESE ITEMS, PLEASE ADVISE THE COST OF LEASED FURNITURE. TWO ELECTRIC TYPEWRITERS WITH STANDS WILL BE NEEDED. CAN THE EMBASSY PROVIDE THEM? IF NOT, PLEASE ADVISE THE RENTAL COSTS. OTHER ITEMS WOULD INCLUDE:

- A. ONE FOUR DRAWER FILE CABINET WITH BAR LOCK.
- B. DESK LAMPS IF THE LIGHTING IS INADEQUATE.
- C. OFFICE SUPPLIES (PAPER, TELEGRAM FORMS, ETC.)

4. TRANSPORTATION: THE DELEGATION WILL NEED TWO CARS -- ONE FOR THE CHAIRMAN, ANOTHER FOR OTHER DELEGATION MEMBERS AND CARRYING MATERIAL BETWEEN THE HOTEL AND THE EMBASSY. PLEASE ADVISE RATES AND EXPECTED COST IF RENTALS RUN FROM EVENING JULY 14 TO EVENING JULY 29. WILL THE EMBASSY PROVIDE DRIVERS? IF DRIVERS WILL BE SPECIALLY HIRED, WILL THEY BE CLEARED?

5. ALSO NEED APPROXIMATE PRICES OF BREAKFAST, LUNCH AND DINNER OF HOTEL IRAZU IN ORDER THAT OIC CAN MAKE DETERMINATION ON PER DIEM.

6. TENTATIVE TRAVEL PLANS CALL FOR ARRIVAL OF MOST OF DELEGATION ON PANAM FLIGHT 541 ON JULY 14.

7. USDEL/PRESS ARRANGEMENTS WILL BE SUBJECT OF SEPTTEL, HOWEVER ARA/PAF HAS POINTED OUT THAT OAS SECRETARIAT CAN BE EXPECTED TO MAKE MOST ARRANGEMENTS FOR THE PRESS. KISSINGER

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